

Administrative Management Staff  
Administrative Management and Executive Secretariat  
NOAA Corporate Finance and Administrative Services Offices  
SSMC4 -- Room 8626  
301-713-3530 x180

Administrative Management staff coordinates administrative activities associated with the Department's redelegation of Certifying Officer authority for authorized NOAA officials to "affix the seal of the Department of Commerce to certifications as to the official nature of copies of correspondence and records from the files, publications, and other documents of the Department." Staff members listed below will provide guidance on requesting delegated authority and on steps for obtaining and protecting the seal as well as for reporting theft, loss, or misuse of the seal.

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The Department's Assistant Secretary for Administration has delegated authority to various NOAA officials to act as Certifying Officers. The officials are "authorized, without power of further re-delegation, to sign as Certifying Officers ... and to affix the seal of the Department to such certifications for all purposes...." A current list of NOAA officials authorized to provide [Certifying Officer](#) services will be maintained at this website by AMES.

NOAA's Certifying Officers will perform their duties in accordance with [Department Administrative Order \(DAO\) 201-17](#) , The Seal of the Department of Commerce. [NOAA Administrative Order \(NAO\) 201-17](#) , Redlegation of Authority to Act as Certifying Officer, covers administrative aspects of the program within NOAA.

[Commerce Department form CD64](#) - "Certificate of a True Copy".